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Command Policy

**LOGISTICS QUALITY ASSESSMENT/
LOGISTICS READINESS SQUADRON
TRAFFIC MANAGEMENT FLIGHT**

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This Logistics Quality Assessment PACAF Directory and attached Mission Performance Checklist implements AFD 90-2, Inspector General-The Inspection System. It applies to wing logistics readiness squadrons. This directory supports guidance in AF Policy Directives, AF Manuals, AF Instructions, and PACAF Instructions. This directory does not apply to Air National Guard (ANG) or US Air Force Reserve Command (AFRC) units and members.

The items listed do not constitute the order or limit the scope of the inspection/assessment. As a minimum, units should use this directory in conjunction with their annual unit self-assessment. The objective is to identify deficiencies, which preclude attainment of required capabilities. Units can supplement this publication to add internal compliance items. This directory may be used in whole or in part by higher headquarters during visits or exercises.

The attached mission performance checklist represents key processes, procedures, and requirements that must be accomplished to ensure successful mission accomplishment by wing logistics readiness squadron operations. Items critical to the proper operation of the subfunctional areas and require special vigilance are identified by a pound sign (#). The HQ PACAF Inspector General will grade these items during unit compliance inspection (UCI) visits.

SUMMARY OF REVISIONS

Updated references. A (|) indicates revision from the previous edition.

1. *Authorized release of Word (.doc) file can only be acquired by contacting the appropriate OPR directly.*

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Director of Logistics

Attachment 1**LOGISTICS READINESS SQUADRON TRAFFIC MANAGEMENT FLIGHT
MISSION PERFORMANCE CHECKLIST****A1.1. TRAFFIC MANAGEMENT FLIGHT****A1.1.1. MANAGEMENT**

A1.1.1.1. Are TMF facilities well maintained and present a pleasant atmosphere for the customer?

A1.1.1.2. (#) Are provisions available for members to obtain emergency assistance after normal duty hours and on weekends? (AFI 24-201, Para 5.13.1 and AFI 24-101, Para 1.13)

A1.1.1.3. Is Mortuary/Summary Court/Transportation Officer's Checklist being followed to ensure all necessary actions are carried out? (AFI 34-244 Atch 6, JFTR, Para U5372, AF Sup Para 4.2.4.2 and JTR.V2, Para C6051)

A1.1.1.4. Are current appointment orders on hand for the traffic manager and transportation agents. (DTR Part 1, Chap 101, Para 13d; AFI 24-201, Para 1.3.2)

A1.1.1.5. (#) Are TOPS Administrators trained and do they provide assistance/training to users? (AFI 24-201, Para 1.3.6 and Atch 15.1.17)

A1.1.1.6. (#) Is there a formal on-the-job training program? (AFI 36-2201V3, Chapter 6)

A1.1.1.6.1. Are AF Form 623s properly completed and maintained? (AFI 36-2201V3, Chapter 8)

A1.1.1.7. Are personnel receiving required training? (AFI 24-201, Para 9.11.3.1)

A1.1.1.8. Are AF Form 55s being completed and maintained? (AFI 91-301, Para 7.4)

A1.1.1.9. Are all military members in compliance with Air Force standards of dress and appearance? (AFI 36-2903, PACAF Sup AFI 36-2903)

A1.1.2. PASSENGER TRAVEL

A1.1.2.1. (#) Does the TMF ensure the contracted travel office provides services contained in their contract? (DTR Part I, Chap 102, Para N and AFI 24-101, Para 1.13.7)

A1.1.2.1.1. Are the TMFs notifying HQ PACAF/LGRDT prior to making changes to the CTO contracts?

A1.1.2.2. Are travelers receiving accurate and informative travel counseling relative to their movement via air and surface modes? (AFI 24-101, Para 1.13, Para 1.16.5, Para 3.16.2)

A1.1.2.2.1. Are funded emergency leave travelers receiving prompt and accurate entitlement briefings and services? (JFTR Vol 1, Chap 7, U7205; DTR Part I, Chap 102, Para V; AFI 24-101, Chapter Para 3.17; PACAF Msg. DTG232305Z May 00)

A1.1.2.2.2. Are COT travelers receiving complete and accurate entitlement briefings and services? (JFTR Vol 1, Chap 7, U7200; AFI 24-101, Para 3.11; PACAF/LGR Msg. DTG 262305Z Jun 00)

A1.1.2.3. (#)Is the policy in use on CRAF carriers and the hierarchy of travel for PCS/TDY personnel being adhered to? (DTR Part I, Chap 103, Para A, and PACAF/CV Msg. DTG 21 May 01)

A1.1.2.4. Are unused airline and lost/stolen tickets properly accounted for and refunded? (AFI 24-101, Para 4.13)

A1.1.2.5. When foreign flag is authorized in travel orders or when TMF directs foreign flag carrier, is the authorization properly annotated? (JFTR, Vol 1, Para U3125-C.4)(AFI 24-101, Para 2.4.4)

A1.1.2.6. (#) Are accountable travel forms properly safeguarded? (AFI 24-101, Para 4.3)

A1.1.2.7. (#) Is the TMF ensuring collection of excess cost is initiated for additional transoceanic travel cost incurred due to circuitous travel, delay en route, and consecutive overseas tour travel? (DTR Part 1, Chap 102, Para K; AFI 24-101, Para 3.6 and 3.7)

A1.1.2.8. Is the TMF managing the CBA effectively, including the billing and outlined procedures? (AFI 24-101, Atch 6)

A1.1.3. **PERSONAL PROPERTY**

A1.1.3.1. Are members properly counseled and is the Personal Property Counseling Checklist, DD Form 1797, used as a guide and completed properly? (DTR Part IV, Para 401.G and H.)

A1.1.3.2. Are counselors providing a listing of the hazardous materials prohibited in personal property shipments (DTR Part IV, Appendix I) and are these items stressed during the counseling session? (DTR Part IV, Para 401.G)

A1.1.3.3. Are realistic RDDs established based upon the member's requirements and other governing factors? (DTR Part IV, Para 401.D2j, 402.D)

A1.1.3.4. Does the TMF monitor all individual shipments and when professional items have been properly declared on the DD Form 1299, ensure carriers properly annotate the inventory and total weight on GBL or contractual document? (AF Sup/JFTR.V1/JTR.V2, Para 2.)

A1.1.3.5. (#)Are excess cost computed and collected from separating members who exceed their entitlements prior to effecting shipment? (AF Sup/JFTR.V1/JTR.V2, Para11; JFTR .V1. U5340)

A1.1.3.6. Are counselors properly briefing on the policy for personally procured/performed transportation and NTS and PPMs? (HQ Washington DC/LFT message DTG 070945Z Jun 99, AF Sup/JFTR Atch 14, JFTR Para. U5320.D, and AFI 24-501)

A1.1.3.7. Do counselors complete AF Form 2473, Retirement Travel and Transportation entitlements? (AF Supl/JFTR.V1/JTR.V2, Para 3.6.1)

A1.1.3.8. Are DD Form 1299s properly completed? (DTR Part IV, Para 401H)

A1.1.3.9. Are GBLs properly prepared/distributed and submitted to carrier, as required? (DTR Part IV, Chapter 413)

A1.1.3.10. For shipments to or from overseas areas where administrative weight limitations are in effect, is the TMF adding the following notation in block 25 of the GBL: "Maximum administrative weight allowance for household goods and unaccompanied baggage is (insert weight in pounds)?" (DTR Part IV, Chapter 413, Para D1.y.9)

A1.1.3.11. (#)Does the TMF review the DD Forms 619 and 619-1 when required (i.e., SIT, reweighs and third-party services authorized by TMFs) to ensure accuracy prior to certification? (DTR Part IV, 405.F)

A1.1.3.12. Are counselors aware of the requirements for the preparation and distribution of customs forms, when required? (DTR Part IV, Para's: 401.D.2.s.. and 401.I.5)

A1.1.3.13. Is a copy of a "Power of Attorney" retained by the origin TMF in member's case file? (DTR Part IV, Para 401.I4)

A1.1.3.14. Is the lowest overall transportation cost used which will assure timely arrival of the member's personal property? (DTR Part IV, Para 402.T and 405.C)

A1.1.3.15. Are records reviewed to verify that inventories have been properly prepared by the carrier and contractor, methods of packing and marking have been satisfactory and carriers are tracing shipments when requested to do so? (DTR Part IV, Appendix B, Part III, BB)

A1.1.3.16. Are individual case files supported with all documents required? (DTR Part IV Para 401.I.)

A1.1.3.17. Are adequate procedures established for tracing inbound shipments by the required delivery date (RDD)? (DTR Part IV, Chapter 410)

A1.1.3.18. (#)Is the personal property reweigh program properly administered? (DTR Part IV, Chapter 403)

A1.1.3.19. Are excess cost rebuttals processed and are members counseled accordingly? (AF Supl/JFTR. V1/JTR.V2 Para 11.4)

A1.1.3.20. (#)Are procedures adequate to prevent unnecessary storage intransit? (DTR Part IV, Chapter 406; AF Sup/JFTR.V1/JTR.V2, Chap 5)

A1.1.3.21. Prior to the TMF's approval of additional SIT, are members providing a DD Form 1857? (AF Supl/JFTR.V1/JTR.V2, Chap 5)

A1.1.3.22. Does the TMF have an effective quality control program geared to meet the intent of TQAP? (DTR Part IV, Para 401.D.2x,y,z,aa-ff, and Appendix O and P)

A1.1.3.23. Are appropriate actions taken upon receipt and acceptance of letter of intents (LOI)? (DTR Part IV, Para 402 L and N)

A1.1.3.24. Are performance files established for each qualified carrier and contain or make cross-reference to all required documentation? (DTR Part IV, Appendix O, A.6a)

A1.1.3.25. Does the carrier's performance file contain records for the last three performance cycles as required? (DTR Part IV, Appendix BM Para A.6b)

A1.1.3.26. Is prompt action taken by the TMF to warn, suspend or recommend disqualification when a carrier or its agent violates any provision of the tender of service, rules and directives, rate tariffs or legal requirements? (DTR Part IV, Appendix O)

A1.1.3.27. Are shipments inspected to the maximum extent possible? (DTR Part IV, Appendix O, Para A.5)

A1.1.3.28. (#)Does the TMF check invoice against the packing and crating contract schedules prior to certification? (DPM Contract, DTR Part IV, Chapter 404 and Appendix G)

A1.1.3.29. (#)Are TP-2 airlift requests to, from or between other than hardlift and intertheater areas properly processed? (AF Sup/JFTR.V1/JTR.V2, Para 10.6.3)

A1.1.3.30. Does the TMF evaluate the performance of each qualified ITGBL carrier every 6 months? (DTR Part IV, Appendix BM, Para C)